



Westport Fire Department
Westport Building Department
515 Post Road East
Westport CT 06880



TENT EMERGENCY EVACUATION PLAN

Required for tents that do not meet 2016 State Building Code requirements of Section 1609.3, "Ultimate Design Wind Speed" determined by Appendix N.

EVENT DATE: _____ START TIME: _____ END TIME: _____

LIST ALL PERMITTED TENTS AT THIS LOCATION;

SIZE	ROOF AREA (LxW)	TYPE / MAKER	DESIGN WIND RATING	TOTAL BALLAST WEIGHT

The tents listed above shall be immediately evacuated when lightning is in the area and when the continuous wind speed exceeds the designed wind load for the tent. **If no load is provided, the evacuation speed shall be 20 mph continuous or wind gusts over 30 mph.**

A WIND SENSOR SHALL BE ATTACHED TO THE TENT AND MONITORED THROUGHOUT THE EVENT. A MEGAPHONE SHALL BE AVAILABLE TO THE ON-SITE MONITOR THROUGHOUT THE EVENT. BOTH DEVICES SHALL BE TESTED PRIOR TO THE START OF THE EVENT.

DESIGNATED EVACUATION LOCATION: _____

In the event of an evacuation, the megaphone shall be used to gain the attention of the guests and to direct them to the evacuation location in a safe and orderly manner.

Contact Name: _____ Contact Phone: _____ is the designated on-site tent monitor and is responsible for monitoring lightning, wind speeds and evacuations if necessary:

Signature

Print Name

Date